SECTION 1 - REQUIRED DOCUMENTATION

The following basic documentation must be available at the local or intermediate school district in order to document and support the memberships counted. It is each district's responsibility to document the accuracy of memberships counted for state aid. This section indicates the basic information that is required to be part of the content of certain documents but does not prescribe the format to be used.

A. **District Level Requirements**

1. **District or Building/Program Calendar** - The calendar provides information to verify the days the district or a given building or program is scheduled. The district may operate using either a district wide calendar or building/program calendars for individual or clusters of buildings or programs. When a district wide calendar is used, all buildings and programs will have universal days of instruction (operation) within the district, including beginning and ending dates for the school year and vacation dates; however, the individual building or program *hours* of instruction could vary on the universal days of instruction. Alterations to the official, adopted calendar (such as canceled or changed hours of instruction) must be shown on the teacher's attendance records and provided to the pupil accounting auditor. For more information, see Section 2 - Hours of Pupil Instruction.

2. **Attendance Policy** - The school district's board of education should adopt attendance policies, including establishment of the criteria for allowing or denying excused absences. The school administration should develop attendance procedures that will provide direction for building administrators and instructional staff and criteria to determine whether the district is in compliance with its policies and procedures. (See B (4) Building/Program Requirements - Attendance Records.)

3. **Graduation Requirements** - The school district's board of education policy on graduation requirements is needed to determine the required courses that each pupil must complete and the total number of credits required for graduation. Every pupil is required to successfully complete a course in Government/Civics for graduation. This is the only state course requirement for graduation.

4. **List of Approved Classes** – Courses, which can be counted for credit in determining the membership count for state aid, should be included on an approved list adopted by the school district board of education. The information is needed for the auditor to determine that the pupils' classes are eligible for state aid.

5. **Records Retention** - Every school district should have a records retention schedule to ensure that the records related to and supporting membership counts are maintained

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for a minimum of three years plus the current school year. Refer to the Michigan Department of Education's Bulletin No. 522, <u>Schedule for the Retention and Disposal of Public School Records</u>, revised March 1997.

B. <u>Building/Program Level Requirements</u>

1. **<u>Building/Program Schedules</u>** - The district shall maintain a teacher class (master) schedule for each building that shall include the:
   - U Teachers' names
   - U Room locations
   - U Course names and numbers
   - U Scheduled days and times of classes

2. **<u>Building/Program Alpha List</u>** - An alphabetical list of memberships (by building), by grade level, is the basic document that the auditor will use to determine which pupils were counted for membership in the <u>Single Record Student Database (SRSD)</u>. Only pupils eligible for membership are to be reported on the building/program alpha list. The building/grade alpha list MUST provide the following information for each pupil as of the count day:
   - U Pupil's legal name
   - U Street address, city, state and zip code
   - U District pupil identification number (could be different than the SRSD UIC)
   - U Date of birth
   - U Residency status (resident or nonresident) (A PSA must report pupils as residents of the PSA.)
   - U Name and school code of resident district for nonresident pupils
   - U Name and school code of educating district for resident pupils educated for some or all of the day in a district other than the district of residence.
   - U Pupil grade level or program classification.
   - U Total FTE for each pupil including the breakdown between general and special education, if applicable. FTE may be rounded to the nearest tenth or hundredth, at the district's discretion, provided there is consistency throughout the district.
   - U FTE total for the building/program- general education, special education, and grand total FTE.

3. **<u>Non-Traditional (Non-Conventional) Pupils</u>** – Every building/program must identify each pupil who participates in a non-traditional program. These programs include, but are not limited to:
   - U Alternative Education
   - U Cooperative Agreement Programs
   - U Home Based
   - U Homebound/Hospitalized
   - U Nonpublic Part-Time and Home Schooled

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  U Parent Paid Tuition
  U Part-Time
  U Post-Secondary (Dual) Enrollment
  U Reduced Schedule
  U Schools of Choice (Section 105 and 105c)
  U Special Education Early Childhood
  U Special Education Transition Services
  U Split Schedule
  U Suspended and Expelled
  U Virtual Instruction
  U Work-Site Based

How these pupils are identified (either on separate lists or on the building alpha rosters) is a decision that should be made between the local school district and its intermediate school district. Each of these programs is explained in detail in Section 5 of this manual. The pupil must be placed or enrolled in the non-conventional program on or before the count day and documentation must be in place by the count date or the end of the count period, depending upon the program's requirements, to be eligible for membership purposes.

4. **Attendance Records** - Attendance records are necessary to determine and validate pupil eligibility during the membership count period. The teacher's original attendance record, which has been reviewed and signed by the teacher, is the official record. Districts may use a computer-generated list or report that is signed in ink by the teacher to certify the accuracy of the attendance.

The following practices are strongly recommended for maintaining attendance records:

a. Teachers, including substitute teachers, should maintain attendance records. Pupils may not take attendance. The records should be legible, accurate, and reliable.

b. The district should develop, implement, and enforce a district wide standard attendance system. The system should use a minimum of letters or symbols.

c. Substitute teachers should be informed of the system in "b" above and should be instructed to follow them.

d. The first date of attendance for each pupil should be clearly indicated in the teachers' original attendance records.

e. Drop and transfer dates should be clearly indicated in the teachers' attendance records.

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f. In original attendance records, teachers must not obliterate the names of pupils who are no longer in their classes.

g. All teachers' attendance records must be collected at the end of the school year. Attendance records remain the property of the school district and must be retained for three years plus the current school year.

h. A "dropped" pupil should continue to be marked as "absent" until such time that the individual has been officially dropped by the attendance office, especially when using computer attendance slips.

i. Attendance markings should be easily readable. If possible, they should be entered on a separate line or on a separate page from grades, scores, and other markings.

j. Non-scheduled days should be indicated on attendance records.

k. Pupils on suspension, whether in-house or off-campus, should be marked absent in their regular classes and include a district-designated notation such as "IS" for "in-house" suspensions or "S" for off-campus suspension. The attendance office should have a list of those pupils assigned to an in-house suspension room, and the certificated teacher responsible for the "in-house" suspension room should record actual daily attendance.

l. The Department strongly recommends that districts adopt a positive attendance procedure throughout the entire school year for classes that do not meet on a daily basis (such as pre-primary impaired special education programs). Teacher attendance records (the source document) may be one of the following:
    i.   A teacher attendance book
    ii. A pupil sign-in (time) and sign-out (time) daily record
    iii. An automated "mark-sense" data collection form
    iv. A daily teacher attendance slip
    v.   Any teacher source document that will definitely and clearly substantiate attendance, on a specific date and at a specific time, as applicable

The source document, regardless of the format, must be signed by the teacher. The document must include the name of the class, time period, and dates. If an automated data collection form is used, the document must be signed in ink by the teacher (on a daily or weekly basis at a minimum). If the record is in pencil, then the daily attendance record must be totaled in ink by the teacher of record. The records must be printed and signed for the week prior to the count date, the count week and the 30 calendar days following the count date. The ISD auditor may ask that automated attendance records are printed and signed for the remainder of the year. Attendance

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needs to be taken and recorded even if it isn't printed for the remainder of the year. The district needs to provide the auditor with the district's written electronic attendance procedures.

5. **Excused Absence Documentation** - The documentation for count day absences should indicate:
   - U Printed name of the pupil
   - U Class name (and number, if appropriate)
   - U Absence date(s)
   - U Date(s) the excuse was recorded
   - U Reason for the absence
   - U Building and grade level or program classification
   - U Signature of the approving administrator and/or designated staff
   - U Name and relationship of person making contact

   This documentation can be maintained for each individual pupil (preferred) and/or by maintaining a list of absent pupils for each scheduled and provided school calendar date. In addition, the intermediate school district may require a separate list indicating the pupils absent on the count day if the local district did not identify those pupils on the building alpha rosters. **NOTE:** In the absence of a documented, excused absence record, it is assumed that the pupil was not excused. (For more attendance information - see Section 3 - Pupil Membership Count Requirements.)

C. **Individual Pupil Level Requirements**

1. **Enrollment Records** - The enrollment record should indicate:
   - U Pupil's name, address, and birth date
   - U Pupil's identification number
   - U School district of residence
   - U Current grade level
   - U The school of the pupil's last enrollment (including a copy of school record)
   - U Enrollment in another district (provide the name of the district)
   - U Parent's/guardian's name and address (if the pupil is less than 18 years of age)
   - U Pupil's signature (if the pupil is 18 years of age or older)
   - U Date of enrollment
   - U Immunization Records
   - U Proof of identity (when first enrolling)

   All items on the registration form should be either completed with the proper information or marked as "N/A" when the item is not applicable.

   Michigan Missing Children's Act, MCL 380.1135 of the Revised School Code, requires that a person enrolling a pupil in school provide the local or intermediate school district with a certified copy of the pupil's birth certificate or other reliable

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proof of the pupil's identity. The pertinent part of the law states the following:

*(1) Upon enrollment of a student for the **first time** in a local or intermediate school district, the district/ISD shall notify in writing the person enrolling the student that within 30 days he or she shall provide to the local or intermediate school district **either of the following**:*

(a) A certified copy of the student's birth certificate.

(b) Other reliable proof, as determined by the school district, of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate.

*(2) If a person enrolling a student fails to comply with subsection (1), the local or intermediate school district shall notify the person enrolling the student in writing that, unless he or she complies within 30 days after the notification, the **case shall be referred to the local law enforcement agency for investigation**. If the person enrolling the student fails to comply within that 30-day period, the local or intermediate school district shall notify the local law enforcement agency.*

(3) The local or intermediate school district shall immediately report to the local law enforcement agency any affidavit received pursuant to this section that appears inaccurate or suspicious in form or content.

The school district has the authority to determine the type of "other reliable proof" that the district will accept to prove a pupil's identity or age when a copy of the pupil's birth certificate is not available. Examples of "other reliable proof" that may be accepted are: baptismal certificate indicating date and place of birth; court records; county, military, or immigration records; doctor or hospital records with sworn statements; certain family records; life insurance policy; or, a sworn statement from a parent or guardian which must be notarized.

2. **Class Schedules** - The individual pupil's class schedule in effect on the count day is used to determine the FTE membership count. The schedule should indicate:
   - Pupil's name
   - Pupil's identification number
   - Course names and numbers
   - Instructors' names
   - Scheduled days and times of the classes

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D. __Regulatory References__

Revised School Code Sections:	State School Aid Act Sections:
380.1134 - 380.1137	388.1603(7)
380.1146 - 380.1148	388.1606(4)
380.1166	388.1606(6)
380.1277 - 380.1284	
380.1309 - 380.1311a	
380.1401 - 380.1416	
380.1561 - 380.1599	

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